



Instructions for Completing the Permit Application for CGS Section 22a-454 Waste Facilities

Use these instructions to: 1) complete the permit application form DEP-WEED-APP-300, 2) prepare supporting documents and 3) publish the applicant's notice of permit application. These instructions are not a substitute for the requirements of the relevant statutes and any regulations thereunder. You should review all applicable laws prior to completing this application. Remember, it is your responsibility to comply with all applicable laws.

Introduction

This permit program, administered by the Department of Environmental Protection (DEP), Bureau of Waste Management, Waste Engineering and Enforcement Division (WEED), regulates persons involved in the collection, transfer, storage, treatment and/or disposal of Resource Conservation and Recovery Act (RCRA) and/or non-RCRA hazardous wastes.

Siting Council Approval: In addition to permits required by DEP, Section 22a-117 of the Connecticut General Statutes (CGS) prohibits commencement of construction or modification of a hazardous waste facility unless such person has been issued a certificate of public safety and necessity by the Connecticut Siting Council or unless such person is exempt from such requirement pursuant to CGS Section 22a-117(b).

If you have any questions regarding this application package, please call the Bureau of Waste Management at 860-424-3372.

Who Needs a Permit?

Any person planning to own or operate a commercial facility that accepts any hazardous waste from off-site, either RCRA hazardous waste or non-RCRA hazardous waste, must apply for and obtain a CGS Section 22a-454 waste facility permit from DEP prior to commencing or continuing operations. A commercial waste facility includes a facility whose principal business is the collection, transfer, storage or treatment of waste oil, petroleum or chemical liquids or hazardous wastes. Mobile waste treatment

units are considered waste facilities. The *Permit Application for CGS Section 22a-454 Waste Facilities* (DEP-WEED-APP-300) must be used to apply for and obtain a CGS Section 22a-454 waste facility permit and a RCRA hazardous waste (CGS Section 22a-449) facility permit, if applicable.

Any person owning or operating a facility which treats or stores only its own RCRA hazardous waste need not apply for a CGS Section 22a-454 waste facility permit but must apply for and obtain a RCRA hazardous waste facility permit by using the *Permit Application for RCRA Hazardous Waste Treatment, Storage and Disposal Facilities* (DEP-WEED-APP-600). Contact the Bureau of Waste Management at 860-424-3372 to determine if a permit is required.

Any person owning or operating a facility which treats or stores only its own non-RCRA hazardous waste need not apply for either a CGS Section 22a-454 waste facility permit or a RCRA hazardous waste facility permit.

Any person proposing to continue operating an existing permitted facility must apply for renewal of the existing permit by submitting a sufficient permit application at least one hundred and twenty days (120) prior to expiration of the existing permit. If your application is or may be untimely, (i.e., submitted less than 120 days before the expiration date), please refer to CGS Section 22a-6j. If a renewal application is not submitted prior to the expiration date of the existing permit, then the existing permit is deemed to have expired.

If you are applying for a modification of a permit, the permit must not have expired. Note that if you are seeking a permit modification, you should consult with the Bureau of Waste Management at 860-424-3372 for specific requirements on modifications prior to submitting a permit application to determine what materials you will be required to submit for your type of modification.

Any person proposing to transfer a DEP permit must submit a completed *Permit Transfer Form* (DEP-APP-006) and transfer fee to DEP. The *Permit Transfer Form* may be used for changes in owners and operators of the licensed activity; if other changes are proposed to the facility, the site, and/or to facility operations, the proposed transferee must also request a permit modification. For further information concerning permit transfers or to obtain a *Permit Transfer Form*, please contact the Permit Assistance Office at 860-424-3003.

How To Apply

Your permit application must include the following:

- A *Permit Application Transmittal Form* (DEP-APP-001);
- An original *Permit Application for CGS Section 22a-454 Waste Facilities* (DEP-WEED-APP-300) and all supporting documents;
- One copy of the application package,
- If applicable, proof of notification for pre-application public participation (Refer to the following section for requirements.)
- The applicable initial fee, paid by check or money order, made payable to the "Department of Environmental Protection."

Note: The initial fee is the total permit application fee due.

You must submit the above materials together as a package to:

CENTRAL PERMIT PROCESSING UNIT
DEPARTMENT OF ENVIRONMENTAL PROTECTION
79 ELM STREET
HARTFORD, CT 06106-5127

When submitting your permit application, label your supporting documents as directed on your application form and always include, on each document, the applicant's name as indicated on the Permit Application Transmittal Form. Be sure to list these supporting documents in your table of contents in the Executive Summary. When additional space is necessary to answer a question stated in the application, please insert additional sheets by the appropriate question. Label each sheet with the applicant's name as indicated on the Permit Application Transmittal Form along with the corresponding part number and question number indicated on the permit application form. You should retain a copy of all documents for your files.

Pre-Application Public Participation Requirements

On June 27, 2002, DEP adopted EPA's Expanded Public Participation Rule, which requires existing RCRA hazardous waste facilities that are making significant (Class III) facility modifications and new RCRA hazardous waste facilities to comply with certain pre-application public participation requirements. The Expanded Public Participation Rule requires that the applicant hold at least one pre-application public meeting. This meeting must be held within 45 days prior to submitting an application and must be held in the same city or municipality as the proposed/existing facility. The applicant is required to provide public notice of the pre-application meeting at least 30 days prior to the meeting, and must provide this notice in each of the following forms: (1) a newspaper announcement, (2) a visible and accessible sign and (3) a broadcast media announcement. The applicant is also required to provide proof of notification to DEP by submitting the following with the *Permit Application for CGS Section 22a-454 Waste Facilities*:

- certified copy of the newspaper announcement;
- photograph of the posted sign and;
- the name of the media outlet (i.e., name of radio station and/or public television) with the dates and times of the broadcast announcement.

Notice of Permit Application

CGS Section 22a-6g imposes public notification requirements on applicants for certain permits issued by DEP.

In order to comply with these requirements, you must:

1. Publish notice of the permit application immediately after you submit your application to DEP. This notice must follow the format appearing at the end of these notice instructions and must be published in a newspaper of general circulation in the area potentially affected by the activity which is the subject of your permit application.
2. Send a copy of the notice to the chief elected official of the municipality in which the regulated activity is proposed. The chief elected official is generally the mayor, 1st selectman, or the chairman or president of the town council, depending on the form of government of the municipality. Specific information for each municipality is listed in The State Register and Manual (often referred to as the Blue Book), which is available on the [Secretary of the State's website](#), and is also usually available at town clerk's offices, the State Library and public libraries. The Secretary of the State's website also has a [List of Mayors and First Selectmen](#) available. If you have questions, you can call the Secretary of the State's office at 860-509-6138, the town clerk of the appropriate municipality or DEP's Permit Assistance Office at 860-424-3003 for the relevant information.
3. Attach a copy of the published notice to a completed *Certification of Notice Form - Notice of Application* (DEP-APP-005A). This form asks you to: a) specify the specific date and newspaper in which the notice was published; b) certify that the attached notice is a true copy; and c) list the municipal official(s) to whom the notice was provided.

This form must be mailed to:

BUREAU OF WASTE MANAGEMENT
WASTE ENGINEERING AND ENFORCEMENT DIVISION
DEPARTMENT OF ENVIRONMENTAL PROTECTION
79 ELM STREET
HARTFORD, CT 06106-5127

The format, provided at the end of these notice instructions, must be used when publishing notice of your application. The format contains instructions in brackets.

You must insert the appropriate information to replace the instructions in the brackets. Be sure to *delete* all instructions that are specified in brackets, in bold and in uppercase type. When a choice is specified in brackets, do not include any of the words in brackets unless they specifically apply to the activity you intend to conduct. If you have any questions about this notice contact the Bureau of Waste Management at 860-424-3372.

Your application will not be processed until DEP receives the Certification of Notice Form - Notice of Application with the attached copy of the notice.

In addition, DEP may notify you that other forms of notice are required, including the posting of a sign in accordance with CGS Section 22a-6l.

Notice of Permit Application

Town(s): **[LIST ALL TOWNS IN WHICH THE
REGULATED ACTIVITY IS LOCATED]**

Notice is hereby given that **[INSERT NAME OF APPLICANT HERE]** (the "applicant") of **[INSERT ADDRESS OF APPLICANT HERE]** has submitted to the Department of Environmental Protection an application under Connecticut General Statutes Section 22a-454 for a permit to engage in the business of collecting, storing or treating waste oil or petroleum or chemical liquids or hazardous waste.

Specifically, the applicant proposes to **[INSERT A BRIEF DESCRIPTION OF THE PROPOSED ACTIVITY AND ITS PURPOSE]**. The proposed activity will take place at **[INSERT THE STREET ADDRESS OR IF NOT AT A STREET ADDRESS GIVE THE SPECIFIC LOCATION OF THE PROPOSED ACTIVITY WITH REFERENCE TO FIXED LANDMARKS E.G., ROADWAY INTERSECTIONS, BRIDGES, OR OTHER STRUCTURES]**. The proposed activity will potentially affect: **[INSERT ANY NATURAL RESOURCES POTENTIALLY AFFECTED BY SUCH ACTIVITY (I.E., WETLANDS; WATERCOURSES, BY NAME; GROUND WATERS; AIR; LAND; TIDAL WETLANDS)]**.

Interested persons may obtain copies of the application from **[INSERT NAME, MAILING ADDRESS AND TELEPHONE NUMBER OF THE APPLICANT'S REPRESENTATIVE]**.

The application is available for inspection at the Department of Environmental Protection, Bureau of Waste Management, Waste Engineering and Enforcement Division, 79 Elm Street, Hartford, CT 06106-5127, telephone 860-424-3372, from 8:30 to 4:30 Monday through Friday.

Permit Application Instructions

(DEP-WEED-APP-300)

Please read the application form and instructions carefully. They have been designed to obtain specific information and any information that is missing or unclear will cause delays in the review process. If any questions are not applicable to your specific activity, please enter "N/A" in the space provided. If a question or supporting document is only required for specific activities it will be noted on the application form and in the instructions.

Please be advised that these instructions are not a substitute for any state or federal statutes or regulations. Be sure to refer to the applicable statutes or regulations while completing your application.

Check the "Available Resources" section at the end of these instructions for assistance in obtaining guidelines, maps, etc. which are referenced in these instructions.

Part I: Application Type

Please indicate whether you are applying for a new permit, for a renewal of an existing permit, or for a modification of an existing permit, by checking the appropriate box. A permit is deemed to be "existing", only if it has not yet expired on the date you file your application. Please provide the existing permit number and expiration date.

The EPA Identification number must also be identified for all existing RCRA facilities. If this is a new RCRA facility, the Bureau of Waste Management must be contacted to obtain an EPA Identification number.

Part II A: Permit Type and Fee Information

If applying for a permit modification, skip Part II.A. and proceed to Part II.B.

1. Please check the appropriate box(es) to identify the permit types and corresponding fees that apply. The following are explanations of the permit types listed.

Commercial RCRA Hazardous Waste Facility (RCRA Hazardous Waste Storage or Treatment Facility, RCRA Hazardous Waste Incinerator or Landfill)

Title 40 of the Code of Federal Regulations (CFR) Part 261 identifies those wastes which are subject to federal regulation as hazardous wastes. Wastes identified as hazardous by federal regulation are regulated in Connecticut pursuant to Sections 22a-449(c)-100 through 119 of the Regulations of Connecticut State Agencies (RCSA).

Commercial Non-RCRA Hazardous Waste Facility (Non-RCRA Hazardous Waste Storage or Treatment Facility, Non-RCRA Hazardous Waste Incinerator or Landfill)

The non-RCRA CGS Section 22a-454 waste facility is a facility that accepts waste oils, petroleum, chemical liquids and hazardous wastes from off-site that are not regulated by Sections 22a-449(c)-100 through 119 RCSA. These wastes may pose a present or potential hazard to human health or the environment when improperly treated, stored, transported or disposed of, or otherwise managed. The non-RCRA hazardous wastes were formerly referred to as Connecticut Regulated Wastes. The non-RCRA wastes are identified in the "Non-RCRA Hazardous Wastes (Connecticut Regulated Wastes)" fact sheet which is available at www.dep.state.ct.us/pao/weedfact/nonrcrafts.pdf

Commercial Hazardous Waste Transfer Facility (Hazardous Waste Transfer Facility – Waste Remains in Original Container, Hazardous Waste Transfer Facility – Waste Transferred from Original Container)

The Hazardous Waste Transfer Facility is a facility that engages in the business of the transfer of hazardous waste, as defined by CGS Section 22a-448, from one vehicle to another or from one mode of transportation to another. This permit applies to those hazardous waste transfer facilities that are not subject to RCRA permitting pursuant to 40 CFR Part 270 (i.e., less than 10 day transfers) but are subject to permitting pursuant to CGS Section 22a-454.

2. The initial fee as shown on the application form must be submitted with the application. DEP will not process an application unless the required initial fees have been paid. Note: For this program, the initial fee is the total permit application fee due.

Part II B: Permit Modification Type and Fee Information

Note that if you are seeking a permit modification, you should consult with the Bureau of Waste Management at 860-424-3372 for specific requirements on modifications prior to submitting a permit application to determine what materials you will be required to submit for your type of modification.

1. Please check the appropriate box to identify the permit modification type and corresponding fee that applies. The following are explanations of the permit modification types listed.

Permit Modifications (Class I Permit Modification Not Requiring Approval of the Commissioner, Class I Permit Modification Requiring Approval of the Commissioner, Class II or Class III Permit Modification)

Title 40 CFR Section 270.42 designates three classes of permit modification, Class I (routine and administrative changes), Class II (improvements in technology and management techniques), and Class III (major changes to a facility and its operations). Class I Permit Modifications are minor modifications and are subdivided into two groups: (1) Class I Permit Modifications Not Requiring the Approval of the Commissioner, and (2) Class I Permit Modifications Requiring the Approval of the Commissioner. Class II and Class III permit

modifications are major modifications. Refer to Appendix I (Classification of Permit Modification) of Title 40 CFR 270.42 to determine the appropriate designation and classification. The corresponding fee for each classification is listed on the application form.

2. The initial modification fee as shown on the application form must be submitted with the application. DEP will not process an application unless the required initial fees have been paid. Note: For this program, the initial modification fee is the total permit modification fee due.

Part III: Applicant Information

When completing this part, please use the following standards:

- *Name* - Provide the full, legal company/firm name. (If identifying an entity registered with the Secretary of the State, fill in the name exactly as it is shown on the registration.) If identifying an individual, provide the full legal name (include title and suffix) in the following format: Title (Ms, Dr, etc.); First Name; Middle Initial; Last Name; Suffix (Jr, PE, PhD, etc.).
 - *Phone* - Unless otherwise indicated, the phone number provided should be the number where the individual can be contacted during daytime business hours.
 - *Contact Person* - Provide the name of the specific individual within the company whom DEP may contact.
1. *Applicant* - Fill in the applicant's name and phone number exactly as it appears on the *Permit Application Transmittal Form*. Check the appropriate boxes to indicate the applicant's interest in the property or facility at which the proposed activity is to be located. If applicable, also provide the company name and the Federal Employee Identification Number (FEIN).
 2. *Primary Contact* - If you have authorized a consultant, engineer, attorney or other individual to act for you during the processing of the permit application, complete this section. DEP will direct copies of all correspondence and inquiries to this primary contact.

3. *Attorney* - It is not required that an applicant be represented by an attorney or any other agent. If you do have an attorney, complete this section.
4. *Facility or Equipment Operator* - List the entity responsible for managing the facility operation. The operator may be different than the owner.
5. *Facility or Equipment Owner* - List the facility or equipment owner(s) if different than the applicant.
6. *Site Owner* - List the site owner(s) if different than the applicant.
7. *Engineer or Consultant* - List engineer(s) or consultant(s) employed or retained to assist in preparing the application or to design or construct the facility.

Part IV: Site Information

1. The facility name identified should be the name by which the facility is commonly known and/or uniquely identified.

The information given as the location address should be the address of the property at which the proposed activity will take place or if the activity includes mobile treatment units, the location address should be the domicile address of the vehicles. Include the street address, municipality and the Tax Assessor's Map, Block and Lot Number of the site. These numbers may be found on the most recent tax bill for the property or obtained from the tax assessor's office in the town in which the property is located. If the property does not have a street number, describe the location in terms of the distance and direction from an obvious landmark such as an intersection with another roadway, a bridge, or a river. For example, " . . . on River Street, approximately 1000 feet north of its intersection with Bear Swamp Road."

Provide the latitude and longitude, in degrees, minutes and seconds, of the approximate center

of the facility or site of the proposed work. In addition, please indicate the method used to determine the latitude and longitude coordinates. There are a variety of methods of deriving latitude and longitude coordinates, with the Global Positioning System (GPS) being the most accurate.

2. *Coastal Management Act Consistency*

Activities within the state's coastal area must be consistent with the Connecticut Coastal Management Act (CGS Sections 22a-90 through 22a-112). You may be required to complete a *Coastal Consistency Review Form* (DEP-APP-004) to demonstrate that the activity is consistent with the standards and policies of the Connecticut Coastal Management Act. To determine whether this requirement pertains to you, you must first decide if your activity is, or is proposed to be, located in either the coastal area or the coastal boundary.

The *coastal area*, as defined in CGS Section 22a-94 (a), includes the land and water within the following towns:

| | | |
|---------------------------|-------------|----------------------------------|
| Branford | Guilford | Old Saybrook |
| Bridgeport | Hamden | Orange |
| Chester | Ledyard | Preston |
| Clinton | Lyme | Shelton |
| Darien | Madison | Stamford |
| Deep River | Milford | Stonington (Borough and Town of) |
| East Haven | Montville | Stratford |
| East Lyme | New London | Waterford |
| Essex | New Haven | West Haven |
| Fairfield | North Haven | Westbrook |
| Greenwich | Norwalk | Westport |
| Groton (City and Town of) | Norwich | |
| | Old Lyme | |

The *coastal boundary*, as defined in CGS Section 22a-94(b), is a designated region within the coastal area. It is delineated on DEP-approved coastal boundary maps which are available for review at the DEP Office of Long Island Sound Programs (OLISP), the DEP File Room, and municipal offices of towns located in the coastal area. Copies of these maps may also be purchased from DEP Maps and Publications.

Activities within the coastal boundary:

If your activity is, or is proposed to be, located in the coastal boundary, [and you are applying for either a new permit or a modification to an existing permit,] you must complete a *Coastal Consistency Review Form* (DEP-APP-004) and submit it with your application as Attachment D.

For renewals of existing permits for activities located within the coastal boundary, you are not required to submit a *Coastal Consistency Review Form* with your initial application materials. However, DEP may notify you that submission of this form is required to process your application depending upon the specific activities to be conducted and their potential impact on coastal resources.

Activities outside the coastal boundary but within the coastal area:

For permit applications (new permits, modifications, or renewals) for activities located outside of the coastal boundary, but within a town in the coastal area, you are not required to submit a *Coastal Consistency Review Form* with your initial application materials. However, DEP may notify you that submission of this form is required to process your application depending upon the specific activities to be conducted and their potential impact on coastal resources.

If you need copies of the *Coastal Consistency Review Form*, call the Permit Assistance Office 860-424-3003. For assistance in completing the form, or if you have questions on this process, call OLISP at 860-424-3034.

3. *Endangered And Threatened Species*

DEP strongly encourages all applicants to conduct a review of the following information as soon as possible and to resolve any outstanding issues, where feasible, before submitting their permit application to DEP to ensure a more timely and efficient review of their permit application.

CGS Section 26-310 provides that any activity authorized by a state agency, including any activity issued a permit by DEP, must not threaten the continued existence of any endangered or threatened species. If your activity is located in an area of concern, DEP's Connecticut Natural Diversity Data Base (CT NDDB) program will conduct a detailed review to determine if there will be any impact from your project and you will be notified of their results.

Note that current research projects and new contributors continue to identify additional populations of species and locations of habitats of concern, as well as, enhance existing data. Such new information is incorporated into the CT NDDB as it becomes available. Therefore, please be aware that additional information and/or surveys, other than those specified in this section, may be required to support the CT NDDB.

How to Use the Maps

DEP has produced a set of maps entitled "State and Federal Listed Species and Natural Communities" (NDDB maps). These maps serve as a preliminary screening tool to assist in the evaluation of impacts to endangered and threatened species.

In order to determine whether your proposed activity may threaten the continued existence of an endangered or threatened species, you should review the NDDB maps. The maps are available in the DEP File Room at 79 Elm Street, Hartford, as well as with each town planner and on-line at <http://www.dep.state.ct.us/cgnhs/nddb/nddbpdfs.asp>. NDDB printed maps and GIS data are also available for purchase from the DEP Store.

The maps are based on USGS quadrangle maps and cover the entire State of Connecticut. To use the maps, locate the project boundaries and any additional impacted areas on the appropriate map(s). If you are not sure on which quadrangle the project is located, use the quadrangle index map to identify the appropriate quadrangle(s).

No Conflict

If the project is **not**

- within a shaded area; or
- overlapping a water body that has any shading; or
- upstream or downstream (by less than ½ mile) from a shaded area,

then the project will not impact any known occurrence of listed species or significant natural community. When applying for your DEP permit, indicate on your permit application form that the maps were reviewed and list the date of the map (located in the map legend). You do not need to complete and submit the *CT NDDB Review Request Form* (DEP-APP-007).

Potential Conflict

If any part of the project is

- within a shaded area; or
- overlapping a water body that has any shading; or
- upstream or downstream (by less than ½ mile) from a shaded area,

then the project may have a conflict with a species or natural community.

In the case of a potential conflict, a completed *CT NDDB Review Request Form* (DEP-APP-007) with a project description and a copy of a map (a 1:24,000 USGS quadrangle map) clearly showing the project boundaries must be submitted to the CT NDDB program at the address specified on the form.

When submitting your permit application, please include, if applicable, a copy of the completed *CT NDDB Request Form* along with any other correspondence provided to or received from the CT NDDB program, including copies of any field surveys, with your application as Attachment E.

NDDB staff will perform a more detailed review of projects identified as having potential conflicts. (Note: NDDB review generally takes four to six weeks.) Depending on the nature and scope of the proposed project, you may be required to obtain additional on-site surveys.

NDDB will return a “no conflict” response if listed species or significant natural communities will not be impacted based on the scope of the project activities and project location. This “no conflict” response can be submitted with the permit application form or forwarded to the DEP permit analyst working on your project.

If the project potentially impacts listed species or significant natural communities, appropriate DEP staff will provide recommendations to you and staff reviewing your project to avoid endangered and threatened species or recommendations to minimize impacts to species of special concern and significant natural communities. The comments will vary depending on the scope of the proposed project or activity and the extent of the information available on the species or community to be impacted. DEP staff reviewing permit applications will take these recommendations and comments into account while conducting their review and may incorporate appropriate conditions into their permit decisions.

If you have any questions on this process prior to submitting your application, call the Permit Assistance Office 860-424-3003.

4. *Aquifer Protection Areas*

Aquifer protection areas are defined in CGS Section 22a-354h and are the areas that contribute water to public water supply wells. Eighty-three towns within the state are required to establish Aquifer Protection Areas. Level B maps provide an approximation of the Aquifer Protection Areas. Please check the following list of towns to determine if your site location is within one of these towns and, if yes, check the appropriate map to see if the site is within an initial setback area or recharge area identified in a Level A or Level B map. Maps may be

reviewed by contacting the Planning and Standards Division of the Bureau of Water Management 860-424-3020.

| | | |
|--------------|--------------|---------------|
| Avon | Guilford | Ridgefield |
| Beacon Falls | Hamden | Rocky Hill |
| Berlin | Killingly | Salisbury |
| Bethany | Killingworth | Seymour |
| Bethel | Ledyard | Shelton |
| Bethlehem | Litchfield | Simsbury |
| Bolton | Madison | Somers |
| Bristol | Manchester | Southbury |
| Brooklyn | Mansfield | Southington |
| Burlington | Meriden | South Windsor |
| Canton | Middletown | Stafford |
| Cheshire | Montville | Stamford |
| Clinton | Naugatuck | Stonington |
| Colchester | New Canaan | Thomaston |
| Coventry | New Hartford | Thompson |
| Cromwell | New Milford | Tolland |
| Danbury | Newtown | Torrington |
| Darien | North Canaan | Vernon |
| Derby | North Haven | Wallingford |
| East Lyme | Norwalk | Watertown |
| East Windsor | Old Saybrook | Westbrook |
| Enfield | Oxford | Weston |
| Essex | Plainfield | Westport |
| Farmington | Plainville | Willington |
| Glastonbury | Plymouth | Windsor |
| Goshen | Portland | Windsor Locks |
| Granby | Prospect | Woodbury |
| Griswold | Putnam | |

5. *Environmental Equity Plan*

In December 1993, the DEP issued an Environmental Equity Policy (EEP) which maintains “that no segment of the population, because of its racial, ethnic or economic makeup, bear a disproportionate share of the risks and consequences of environmental pollution or be denied equal access to environmental benefits”. Data obtained by the Connecticut Department of Economic and Community Development (DECD) is utilized to compile a listing of distressed municipalities that become the focus of the EEP. Any applicant proposing a new facility or a major modification to an existing facility located in a listed municipality must prepare an Environmental Equity Plan that meets application sufficiency requirements and a final report documenting the implementation of the Environmental Equity Plan and submit this plan with your *Permit Application for CGS Section 22a-454 Waste Facilities* as Attachment F. Prior to submitting such permit application to the DEP, applicants

should first determine whether or not their site lies within a listed municipality by contacting the DECD at (860) 270-8000 for a current listing of distressed municipalities subject to the EEP. Please contact the Waste Engineering and Enforcement Division's Permitting Section at (860) 424-3372 to obtain a set of guidelines for completing an Environmental Equity Plan, should your application be subject to the EEP requirements. A final report documenting the implementation of the Environmental Equity Plan is to be prepared and submitted before your permit can be issued.

6. List in descending order of significance, the North American Industry Classification System (NAICS) codes which best describe your facility in terms of the principal products or services you produce or provide.

NAICS codes can be determined from the North American Industry Classification System Manual produced by the Executive Office of the President, Office of Management and Budget and sold by the National Technical Information Service. A copy of this book is available at most local public libraries and additional information concerning NAICS codes is available at <http://www.census.gov/epcd/www/naics.html>

Part V: Activity Information

In this part, the applicant must describe the waste processing activity (i.e., storage, treatment, recycling, transfer and/or disposal) that it seeks to engage in. Tables are provided in the application form for the applicant to describe the processes at the facility. The first two tables direct the applicant to list the non-RCRA hazardous wastes and RCRA hazardous wastes separately.

Non-RCRA Hazardous Wastes

The appropriate waste code(s), a written description of the waste, along with the process description or code of how this waste will be managed at the facility, the maximum amount of each waste stream to be processed a year and the units of measurement must be provided. The appropriate waste code(s) should be obtained from the "Non-RCRA Hazardous Wastes (Connecticut Regulated

Wastes)" fact sheet which is available at www.dep.state.ct.us/pao/weedfact/nonrcrafts.pdf. A listing of process codes and acceptable units of measurement are given in Table 1 of these instructions.

RCRA Hazardous Wastes

The appropriate waste code(s), a written description of the waste, along with the process description or code of how this waste will be managed at the facility, the maximum amount of each waste stream to be processed a year and units of measurement must be provided. Refer to the Code of Federal Regulations (CFR) 40 CFR 261 for the listing of waste codes for RCRA hazardous wastes.

Processing Information

The information that must be provided in this table must describe all processes that will be used to store, treat, dispose, transfer or recover wastes at the facility. The process code, the process description, the maximum design capacity and the actual capacity of each process or storage area as well as the units of measurement must be identified. A listing of process codes and acceptable units of measurement are given in Table 1 of these instructions.

Additional Waste Processing Information

This table is provided to apply for a process that is not given in Table 1 of these instructions. A complete process description, the maximum design capacity and the actual capacity of each process, as well as the units of measurement must be identified.

TABLE 1

| Process | Process Code | Appropriate Units of Measure for Process Capacity |
|---|---------------------|---|
| Container Storage | S01 | gallons or liters |
| Tank Storage | S02 | gallons or liters |
| Storage Pile | S03 | cubic yards or cubic meters |
| Tank Treatment | T01 | gallons per day or liters per day |
| Incinerator Treatment | T03 | tons per hour or metric tons per hour |
| Land Application | D81 | Acres or Hectares |
| Tank Recovery | R01 | gallons per day or liters per day |
| Incinerator Recovery | R03 | tons per hour or metric tons per hour; or gallons per hour or liters per hour |
| Distillation Unit | R04 | tons per hour or metric tons per hour; or gallons per hour or liters per hour |
| Container Transfer –Waste Remains in Original Container | TR01 | gallons or pounds |
| Container Transfer –Waste Transferred from Original Container | TR02 | gallons or pounds |

S = storage T = treatment R = recycling D = disposal TR = transfer

Examples of other processes *not* included in Table 1.

| Process Description | Design Capacity | Actual Capacity | Units of Measure |
|----------------------------|------------------------|------------------------|-------------------------|
| Soil Stabilization | 600 | | tons per day |
| Used Oil Processing. | 5000 | | gallons per day |

Part VI: Supporting Documents

All permit applications must include Attachments A through R, unless otherwise noted in these instructions. Check the appropriate box by each applicable attachment being submitted as verification that all applicable attachments have been submitted. Please label all attachments as referenced in the permit application form and these instructions and be sure to include the name of the applicant as indicated on the Permit Application Transmittal Form.

Attachments A through I are required for RCRA and Non-RCRA hazardous waste facilities and are summarized below.

Attachment A: Executive Summary

Submit, as Attachment A, an executive summary which includes:

1. A Table of Contents of the application package, which includes:

- the *Permit Application Transmittal Form* (DEP-APP-001);
- the *Permit Application for CGS Section 22a-454 Waste Facilities* (DEP-WEED-APP-300);
- all supporting documents, which include plans, drawings, reports, studies, appendices, or other documentation which are attached as part of the application.

The supporting documents should be listed as follows:

Title of the document, the corresponding attachment label as indicated on the permit application form and the number of pages included in the document (e.g., Executive Summary - Attachment A- 4 pages.).

2. A brief project description which includes: a description of the proposed regulated activities; a synopsis of the environmental and engineering analyses; summaries of data analysis; a conclusion of any environmental impacts and the proposed project timeline.
3. For renewals, provide a list of changes, if any, in circumstances or information on which the previous permit was based.

Attachment B: Applicant Background Information Form

A completed *Applicant Background Information Form* (DEP-APP-008) must be submitted as Attachment B for all permit applications.

Attachment C: Applicant Compliance Information Form

CGS Section 22a-6m provides for DEP review of an applicant's record of compliance with the environmental laws of Connecticut, any other state and the federal government. Under the law, DEP may consider the applicant's environmental compliance record, as well as the record of the applicant's principals and any parent companies or subsidiaries, when reviewing a permit application. All permit applications for activities **not previously permitted by DEP** must include a completed

Applicant Compliance Information Form (DEP-APP-002) as Attachment C.

Attachment D: Coastal Consistency Review Form

Activities within the state's coastal area must be consistent with the Connecticut Coastal Management Act (CGS Sections 22a-90 through 22a-112). You may be required to complete a Coastal Consistency Review Form (DEP-APP-004) to demonstrate that the activity is consistent with the standards and policies of the Connecticut Coastal Management Act. Please refer to the instructions in Part IV, item 2, to determine if this requirement pertains to you.

Attachment E: CT NDDDB Information

Submit copies of any correspondence provided to or received from the CT NDDDB program, including a copy of a completed *CT NDDDB Request Form* (DEP-APP-007) and copies of any field surveys previously conducted to determine the presence of any endangered, threatened or special concern species as Attachment E, as explained in Part IV, item 3 of these instructions.

Attachment F: Environmental Equity Plan

Activities within municipalities included in the Connecticut Department of Economic and Community Development listing of distressed municipalities are subject to the DEP Environmental Equity Policy. Any applicant proposing a new facility or a major modification to an existing facility located in a distressed municipality must prepare an Environmental Equity Plan that meets application sufficiency requirements and submit this plan with your application as Attachment F. Please refer to the instructions in Part IV, item 5, to determine if this requirement pertains to you.

Attachment G: Business Information

Submit the following as Attachment G:

Facility Ownership, Control and Use Agreements

The applicant must provide signed copies of any lease, deed or other agreements regarding the ownership, control, or use of the facility. Such documents include but are not limited to the following: land deeds (e.g., warranty deed; certified deed; lease agreement; Schedule A; etc.)

Agreements Between Parties and Service Agreements and Contracts

Provide copies of all contracts and agreements with markets, users and final disposal sites (e.g., bridge agreements; agreements between the applicant and owner, operator, municipality(ies), regional authority, markets, disposal facility(ies), other processing facilities, etc.).

Also include an organization chart, which illustrates the relationship among all parties involved in the ownership and management of the facility.

Planning and Zoning Approval

Provide documentation that Planning and Zoning has been contacted for the appropriate approval, special permit, special exception or variance, or other documentation showing that the proposed facility complies with local and state zoning requirements including compliance with CGS Section 22a-114 and other applicable laws.

Attachment H: Facility Plans

Submit the following as Attachment H:

Facility Description

Submit a detailed description of the facility and/or unit(s) (i.e., the regulated activities) including the nature and purpose of the business, the activities conducted and a summary of the waste types and quantities stored, treated, processed and managed. The description should identify the types of industries served and should also indicate whether waste is generated on-site and identify the process(es) involved in the generation and management of the wastes.

United States Geological Survey (USGS) Topographic Map

Attach an 8 1/2" x 11" copy or original of a USGS topographic quadrangle map, at a scale of 1:24,000, indicating the exact location of the facility as described below. DEP will use this map to enter your project location into its Geographic Information System (GIS). It is important that you accurately locate the project site and proposed activities because the GIS generates natural resource information relevant to your site. An inaccurate description of the project location will delay

processing of your application.

The quadrangle name should be noted on the copy of the map submitted. The boundary of the site must be outlined and the location of the proposed activity must be labeled. See Figure A, at the end of these instructions, for examples of how a USGS Map must be labeled when submitted.

Facility Site Plan

A drawing showing the layout of the facility must be included in the facility plan.

More than one map may be used if needed. The drawing(s) must show the following:

- map scale (scale must be 1 in. = 200 ft.);
- contour sufficient to show surface water flow;
- map date;
- a meridian arrow showing north;
- all buildings of the facility;
- location of access control;
- property boundaries;
- areas occupied by all storage, treatment, recovery, transfer or disposal operations, existing or proposed, with approximate dimensions (these areas must be labeled);
- structures and utilities;
- loading and unloading areas;
- fire control facilities;
- access and internal roads;
- proposed buffer zones to adjacent properties, streams and surface waters if flammable or reactive materials or liquids are proposed to be managed;
- areas of past storage, treatment, recovery, transfer or disposal operations with approximate dimensions.

Facility Process Flow Diagram

A process flow diagram showing the route taken by each of the general classes of wastes from delivery to ultimate disposal must be included in the facility plan. The general classes of waste used should be

the ones used to classify incoming wastes to ensure proper handling. The diagram must show the process names and rates or capacities and the ultimate disposal of all materials and wastes shipped off-site, including non-hazardous treatment residues.

Attachment I: Process Design and Operating Criteria

Submit, as Attachment I, equipment layout, design drawings and manufacturing specifications showing a clear, understandable and comprehensive detailed presentation of all features of the equipment involved in the permitted operations. The information to be provided shall be of sufficient detail for DEP's review of the operations to be permitted and all associated equipment.

Attachments J through Q are required for Non-RCRA hazardous waste facilities only and are summarized below.

Attachment J: Waste Analysis Plan

Submit, as Attachment J, the waste analysis plan describing all wastes to be managed at the facility including the appropriate waste analysis verification procedures (fingerprint) to be conducted at the facility.

Attachment K: Inspection Schedule and Log

Submit, as Attachment K, the inspection schedule identifying which items will be inspected, frequency of inspection and types of problems to be reviewed during each inspection. A copy of the inspection log that will be used and maintained for each inspection must also be included.

Attachment L: Emergency Plan and Preparedness

Submit, as Attachment L, the emergency procedures to be implemented in case of a spill, fire, flood, etc. A description of emergency equipment must be identified in an emergency plan.

Attachment M: Security Plans

Submit, as Attachment M, a security plan that describes the procedures used for controlling access.

Attachment N: Personnel Training Records

Submit, as Attachment N, personnel training records, including a training program outline for all employees managing/handling waste or materials.

Attachment O: Operating Records

Submit, as Attachment O, operating records that shall be maintained at the facility and which should include waste analyses, waste tracking, inspections, manifests, emergency and spill reports, training records, closure cost estimates and financial documents.

Attachment P: Closure Plan and Cost Estimate

Submit, as Attachment P, a closure plan which includes the methods and procedures to be utilized for closing the facility along with a cost estimate for closure. This cost estimate is based upon third party closure.

Attachment Q: Financial Assurance

Financial assurance mechanisms must be identified and submitted as Attachment Q. Acceptable financial assurance mechanisms are discussed in draft guidance documents available through the Bureau of Waste Management. Please call 860-424-3372 for additional information.

Attachment R is required for RCRA hazardous waste facilities only.

Attachment R: RCRA Part A and Part B Permit Applications

RCRA hazardous waste facilities must include both a RCRA Part A and Part B permit application as Attachment R for a RCRA Hazardous Waste Treatment, Storage and Disposal (TSD) Facility permit. The DEP Permitting Section of the Waste Engineering and Enforcement Division must be contacted at 860-424-3372 to obtain these applications.

RCRA hazardous waste commercial facilities must comply with the permit conditions of their CGS Section 22a-454 permit, in addition to the permit conditions contained in their RCRA Hazardous Waste TSD Facility permit. RCRA facilities must also comply with the Section 22a-449(c)-100 through 119 RCSA (Hazardous Waste Management Regulations) and other applicable laws.

Part VII: Application Certification

After the application has been completed it must be reviewed and signed by both the applicant and the individual(s) who actually prepared the application. By their signature, they certify that to the best of their knowledge and belief, the information contained in the application, including all attachments, is true, accurate and complete.

The certification of the registration package must be signed as follows:

1. For an individual(s) or sole proprietorship: by the individual(s) or proprietor, respectively;
2. For a corporation: by a principal executive officer of at least the level of vice president;
3. For a limited liability company (LLC): a manager, if management of the LLC is vested in a manager(s) in accordance with the company's "Articles of Organization", or a member of the LLC if no authority is vested in a manager(s);
4. For a partnership: by a general partner;
6. For a municipal, state, or federal agency or department: by either a principal executive officer, a ranking elected official, or by other representatives of such applicant authorized by law.

An application will be considered insufficient unless all required signatures are provided.

Available Resources

The following is a list of possible resources for specific information required for this application. Be sure to first check your local town hall or library for maps and other reference materials. Both the DEP Maps and Publications 860-424-3555 and the DEP File Room 860-424-4180 are located on the store level at 79 Elm Street, Hartford, CT. Please call the appropriate office in advance for hours of operation.

- Coastal Boundary Areas: Town Hall and/or DEP Maps and Publications; "Coastal Boundary Map"
- USGS Topographic Quadrangle Map: DEP Maps and Publications, 860-424-3555, or USGS Office, 303-202-4700
- Endangered or Threatened Species Areas: DEP File Room, 860-424-4180; "State and Federal Listed Species and Natural Communities"
- Archeological or Historical Landmarks: Town Hall or Connecticut Historical Commission
- Land Conservation Areas: Town Hall and/or DEP Maps and Publications; "Open Space Map"
- Pollution Prevention: A variety of pollution prevention publications are available from the Office of Pollution Prevention, 860-424-3297
- State and federal statutes and regulations are available for review at various locations:
DEP website:
<http://www.dep.state.ct.us/wst/index.htm>
State Library (Hartford)
University of Connecticut Law School (Hartford)
Yale University Law School (New Haven)
Superior Courthouse Libraries (located throughout the state)

Figure A: Waste Example

USGS Quadrangle Map: Clinton

Map Scale: 1:24, 000 (1" = 2, 000')

*** Please include Latitude and Longitude for these locations in your application.**

RCRA Hazardous Waste,
CGS Section 22a-454 Waste Facility,
and Solid Waste Facility with structures

Solid Waste Facility with no structures,
and all Landfills

